



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
ONE HUNDRED CAMBRIDGE STREET, BOSTON, MA 02108

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Chief Human Resources Officer

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PLEASE POST PROMINENTLY - READING LIST ANNOUNCEMENT

TO: Police Department Appointing Authorities; Police Chiefs

FROM: Regina Caggiano, Director of Civil Service

DATE: March 29, 2022

SUBJECT: Reading List for Statewide Police Sergeant, Lieutenant, and Captain Examinations

STATEWIDE POLICE SERGEANT

STATEWIDE POLICE LIEUTENANT

STATEWIDE POLICE CAPTAIN

EXAMINATION DATE — SATURDAY, SEPTEMBER 17, 2022

This reading list will pertain to the Human Resource Division Written Examinations for Statewide Police Sergeant, Lieutenant, and Captain that are administered in 2022.

All candidates are responsible for reading all the texts and other materials listed below and on all pages of this announcement. Please note carefully which edition and/or date of publication is listed for each item. All chapters, appendices, glossaries, etc., are included unless otherwise noted. All examination questions will be based on these materials.

READING LIST FOR SERGEANT, LIEUTENANT, AND CAPTAIN

Community Policing: A Contemporary Perspective (8th ed., 2020). Kappeler, V. E., Gaines, L. K., Schaefer, B. P.; Routledge. ISBN: 978-0-367-02745-2.

Criminal Investigation (13th ed., 2023). Swanson, C. R., Chamelin, N. C., Territo, L., and Taylor, R.W.; McGraw-Hill Education. All chapters except Chapter 18. **ISBN 13: 9781264169245**

Massachusetts General Laws, as amended through the release date of this reading list.

Motor Vehicle Police Manual 2022 (2022). Scheft, J. S.; Law Enforcement Dimensions.

Juvenile Law Police Manual 2022 (2022). Scheft, J. S.; Law Enforcement Dimensions.

Criminal Law 2022 (2022), Heagney, Paula M.; Commonwealth Police Legacy, Inc.

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ADDITIONAL READING FOR SERGEANT ONLY

Effective Police Supervision (9th ed., 2020). Miller, L., More, H., and Braswell, M.; Routledge/Taylor & Francis Group. ISBN: 9780367207656

ADDITIONAL READING FOR LIEUTENANT & CAPTAIN ONLY

Supervision of Police Personnel (9th ed., 2020). Iannone, N. F., Iannone, M. D., and Bernstein, J.; Pearson Education, Inc. /Prentice-Hall, Inc. ISBN-13: 978-0135186237

ADDITIONAL READING FOR CAPTAIN ONLY

Police Administration: Structures, Processes, and Behaviors (9th ed., 2017). Swanson, C. R., Territo, L., and Taylor, R. W.; Pearson Education, Inc./Prentice-Hall. ISBN: 9780133754056.

In the event of a direct and ascertainable conflict between information contained in the listed textbooks and information contained in the *Massachusetts General Laws* (MGL), the MGL will be the definitive source. This includes Chapter 69 of the Acts of 2018 (*An Act Relative to Criminal Justice Reform*): <https://malegislature.gov/Laws/SessionLaws/Acts/2018/Chapter69>.

PUBLISHERS OF READING LIST TEXTS

Routledge Publishing (Taylor & Francis Group LLC), 7625 Empire Drive, Florence, KY 41042
<http://www.routledge.com/books/>

McGraw-Hill, Inc., P.O. Box 182604, Columbus, OH 43272; (800) 262-4729;
[Criminal Investigation Text](#)

Commonwealth Police Legacy, PO Box 752, Norton, MA 02766; (508) 989-9848;
<https://www.policelegacy.com/>

Law Enforcement Dimensions, 846 Massachusetts Avenue, Arlington, MA 02476; (781) 646-4377;
<http://www.ledimensions.com>

Pearson Education, Inc./Prentice Hall, 200 Old Tappan Road, Old Tappan, NJ 07675; (800) 947-7700;
<http://www.mypearsonstore.com> OR www.policetrainingstore.com

Please note that the Human Resources Division does not recommend specific retailers for the purchase of reading list texts. For local vendors, contact the publishers at the telephone number or website listed, or check with the Chief of your department or local union representative for assistance. Many local retailers will be able to special-order any text not carried in stock.

Any questions regarding the reading list may be directed to Sebastian Moscardi, Personnel Analyst, at Sebastian.Moscardi@mass.gov. A copy of this reading list is posted on the Human Resources Division website at www.mass.gov/hrd/readinglists.

AMENDED April 5, 2022